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The Board Of Education For the City
Of Hamilton
DRAFT CHILD CARE OPERATING
PROCEDURES
FEBRUARY 1991

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The Board of Education for the City of Hamilton

Draft

Child Care Operating Procedures

February, 1991

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON
CHILD CARE OPERATING PROCEDURES

February, 1991

1 Introduction

1.1 Mission Statement

"The Hamilton Board of Education's purpose is to educate children and adults to enable them to enjoy life as active, contributing, responsible members of society."

1.2 Background

In 1987, *New Directions for Child Care* (Ministry of Community and Social Services) outlined a partnership between the two Ministries responsible for the care and education of young children: the Ministry of Community and Social Services and the Ministry of Education.

The Hamilton Board of Education has made a commitment to the evolving collaborative policy of the two Ministries through its work with the Umbrella Family and Child Centres of Hamilton. This Corporation administers high-quality child care programs in Hamilton schools.

In November, 1988, a policy framework was adopted by the Board of Education; and since that time, school-based child care programs have expanded significantly (Appendix i and ii).

The purpose of this document is to expand on the policy framework which was approved in November, 1988, and to ultimately define the Hamilton Board of Education's commitment to child care.

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1.3 Statement of Philosophy

The Hamilton Board of Education supports the partnership between the Ministry of Education and the Ministry of Community and Social Services for the expansion of school-based child care programs.

1.4 Policy Framework (approved November, 1988)

That the Hamilton Board of Education:

- endorse the philosophy that the keys to quality child care are:
 - consideration of the needs of children
 - provision of services to encourage appropriate child development
 - adequate funding.
- endorse the value of child care programs in schools.
- endorse the commitment that priority be given to child care centres when assigning the use of available space.
- endorse the commitment to be involved in the establishment of new facilities, where need is established and sufficient funding is available.

- Bold indicates a recommended change.

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- review those child care facilities which currently exist in Hamilton Board of Education facilities to ensure compliance with existing Board policy and approved operating procedures.

- endorse the need for the co-ordination of the Hamilton Board's involvement in child care (through the liaison of the Child Care Program Leader, as approved by the Hamilton Board in November, 1988).

- endorse the need for co-operation with the agents of other provincial government ministries and municipal authorities in the provision of child care.

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2	Child Care Programs in Hamilton Board of Education Facilities.	
2.1	The Hamilton Board of Education endorses the value of child care in the school system and affirms its commitment to the delivery of a high-quality service, as stated in the shared philosophy statement of the Primary-Junior/Child Care programs: "Children learn by doing, children learn by interacting, children learn at their own rate." ¹ Child care programs will support families, will be compatible with school programs, and will endeavour to meet community needs (types of child care are summarized in Appendix iii).	
2.2	The Child Care Operating Procedures will apply to the Umbrella Family and Child Centres of Hamilton, their centres, and to any other child care centres who rent space in Hamilton Board of Education facilities.	
2.3	The Hamilton Board of Education endorses the commitment that priority be given to child care centres when assigning the use of available space where need is established and sufficient funding is available.	This would require a clear definition of available space and a set of priorities for use of that space.

¹ *Getting It All Together*, Hamilton Board of Education.

3	Guidelines for the Approval, Design and Establishment of a Child Care Centre.	
3.1	To establish a child care centre in an existing Hamilton Board of Education premises, parents, community groups, non-profit organizations or departments of the Hamilton Board of Education will contact the Principal of that school or the person responsible for that facility. This interest in the establishment of a centre will be conveyed to the appropriate Superintendent and the Child Care Program Leader by the Principal. The Child Care Program Leader will inform the Umbrella Board.	
3.2	The appropriate Superintendent, in response to a community request for a child care centre to be housed in an existing Hamilton Board of Education building will determine its appropriateness in terms of program goals and needs for the accommodation within the area.	
3.2.1	In the case where there is Ministry approval for a new school building including a child care centre, the appropriate Superintendent will notify the Child Care Program Leader of the approximate date of completion of the building.	
3.3	The decision of the appropriate Superintendent of Schools will be conveyed back to the Principal, who will then contact the Child Care Program Leader and the group making the initial request.	

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3.4 With the approval of the Superintendent of Schools, the Child Care Program Leader will conduct a Child Care Needs Survey (Appendix iv). A positive response equal to double the number of approved spaces (according to the Day Nurseries Act) will be considered as a demonstration of need and viability; however, establishment will be subject to availability of appropriate grants and subsidies.	Consideration must be given to the needs of families where English is the second language. Different methods of data collection may be required.
3.5 The appropriate Superintendent will then submit a motion to the Hamilton Board of Education requesting approval to proceed, providing the centre will meet the following criteria: - The centre's program philosophy will be compatible with the Hamilton Board of Education's philosophy as stated in 1.1 and 2.1. - The centre will enter into a contractual agreement with the Hamilton Board of Education. - The centre will be operated by a non-profit corporation.	
- The centre will establish an advisory committee of 5-7 members—at least 3 of whom are parents of children in the program, where this is feasible. - Where two or more child care centres operate in the same premises, both will be administered by the same advisory committee.	

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Where two or more programs for children of the same age (e.g., JK and child care) operate in the same premises, there will be both co-operation and continuous communication between them, and sharing of information concerning the needs of children who attend both programs where appropriate. The principal will ensure that this communication conforms with Freedom of Information legislation and the Education Act.	
The centre will meet all health and safety standards.	
The centre (through the supervisor) will co-operate with Hamilton Board of Education administration in every way possible.	
The centre's program will meet the needs of the immediate community.	
The centre will give enrolment priority, but not exclusive access to children attending the school, children of students attending the school, or children of staff employed on the premises, according to Ministry of Community and Social Services recommendations.	(NOTE: as child care centres are licensed by the MCSS, they must be accessible to all residents of Ontario, however, child care boards can choose to give priority (though NOT exclusive access) to families involved with the facility housing the child care centre (i.e., teachers, staff) or who live in the municipality.

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- The centre will be required to provide proof of Day Nursery licence, monthly financial statements, enrolment figures, newsletters, and minutes of monthly meetings of the advisory committee to the Umbrella Board.

3.6 Following Hamilton Board of Education approval, the Child Care Program Leader will commence grant application and licensing procedures as described in the Child Care Set-up Checklist (Appendix v). A copy of the funding proposal to The Ministry of Community and Social Services will be forwarded to the Hamilton Board of Education Accounting Department.

3.7 New centres will be designed using the Ministry of Community and Social Services document *Day Nursery Design Guidelines*.

3.8 Where child care centres are to be built or incorporated into existing buildings (see Section 3.2), the Child Care Program Leader will consult with the appropriate Superintendent, the Superintendent of Plant, the Principal (and the Consultant for Junior Kindergarten/Early Identification, if appropriate) at the outset of the planning.

3.9 Renovations or plans for new centres must be submitted to the Plant Department and to Accommodation Committee no later than September of the year preceding the September opening.

- Ideally, this should happen by June of the year preceding the opening, in order to meet the needs of the C.E.F. approval and grants.

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3.10 Where renovation or expansion of an existing child care centre is to be undertaken, the Child Care Program Leader will consult with the appropriate Superintendent, the Principal, the advisory committee and the Umbrella Board (see Section 3.2). When appropriate funding has been approved through the Ministry of Community and Social Services, renovations will be planned jointly by the supervisor of the centre, the Child Care Program Leader, and the Plant Department.

3.11 When a child care centre is being constructed as part of a new elementary school, the Child Care Program Leader and the Principal will host an information session for parents at least 3 months prior to the centre's opening. Parents wishing to participate on the advisory committee of that centre will be sought at this meeting and an advisory committee will be established.

3.12 All centres established after the approval of these Operating Procedures will be operated by the Umbrella Family and Child Centres of Hamilton.

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4 Co-ordination of Hamilton Board of Education Personnel Involved with Child Care 4.1 Hamilton Board of Education staff will provide support to centres operated by the Umbrella Board consistent with their responsibilities under the Hamilton Board of Education policy, as outlined in Appendices vii and viii.	Presently, staff from Accounting and Purchasing assist the centres, primarily in the first year of operation. Payroll, Rentals & Insurance, Family Studies, and Primary/Junior Departments, as well as Principals and Administrative Assistants provide an on-going liaison with and support for Umbrella child care centres.
4.2 The Child Care Program Leader will be primarily responsible for the overall co-ordination of all school-based child care centres; will be a non-voting resource person to all child care centre advisory committees; and will act as liaison between the centres, the Umbrella Board and the Hamilton Board of Education (Appendix vi).	
4.3 The Hamilton Board of Education will extend credit to new centres for the period between grant requests being approved and funds being received from the Ministry of Community and Social Services. Written confirmation of grant approval must be provided to Finance and Plant Departments prior to funds being advanced, and credit will not exceed the amount of funding approved by the Ministry of Community and Social Services.	
4.4 The Board of Education will provide centres operated by the Umbrella Board with payroll services, operating credit for salaries, and purchasing services, with payment due on receipt of monthly statement.	Accounting and bookkeeping services are not provided by HBE. Centres maintain their own books and are responsible for a yearly audit.

4.5	As a centre becomes established (usually in the second year of operation), advance payment will be required by the Hamilton Board of Education on the first of each month to cover all or part of the costs incurred by the centre.	
4.6	The Hamilton Board of Education accepts no responsibility for any financial losses incurred by the Umbrella Family and Child Centres of Hamilton or other child care centres operating on Hamilton Board of Education premises.	
4.7	All child care centres on Hamilton Board of Education premises will enter into a contractual agreement with the Board of Education (Item 6) to be negotiated annually by the Manager of Property and Insurance.	
4.8	Liability insurance for all centres operated by the Umbrella Board will be arranged by the Hamilton Board of Education Manager of Property and Insurance. The cost of insurance will be charged back to the centres and will include a provision for bonding of all child care centre staff.	
4.9	Cleaning and caretaking services will be provided to centres operated by the Umbrella Board according to a contractual agreement. It will be reviewed annually by the Child Care Program Leader, the Area Supervisory Foreman, the Manager of Caretaking Services and the Principal involved. This will ensure that all parties concerned are aware of the actual needs of the centres.	NOTE: Day Nurseries Act and Public Health Regulations are very specific re cleaning in the child care centres. Some cleaning done by child care staff during the day is also done by HBE cleaners at night (an unnecessary duplication), while in other centres, the HBE cleaning is not sufficient.
4.10	Major repairs or renovations, required by a centre and approved by the Hamilton Board of Education, the Ministry of Community and Social Services, and the Umbrella Board will be carried out by the Hamilton Board of Education Plant Department.	Renovations will occur at no cost to the HBE (80% of funding will be provided by MCSS, the centre will be responsible for covering the other 20%).

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5	Review of Programs	
5.1	The Hamilton Board of Education will continue to endorse all child care centres located on its property providing they comply with the Child Care Policy and the Operating Procedures.	
5.2	In addition to the annual licensing review by the Ministry of Community and Social Services, a review of all child care centre programs on Hamilton Board of Education premises will be carried out, at least once annually, by the Umbrella Family and Child Centres of Hamilton to ensure compliance with the Hamilton Board of Education Child Care Policy and the Operating Procedures.	
5.3	If a child care centre is viewed to be in conflict with the Hamilton Board of Education Child Care Policy and/or its Operating Procedures, discrepancies must be resolved within a 90-day period. Should the centre fail to comply within this period, the Board of Umbrella Family and Child Care Centres of Hamilton may implement one or more of the following:	
(a)	Appointment of a new advisory committee.	
(b)	A performance review of staff.	
(c)	Recommendation to the Hamilton Board of Education that the child care centre vacate the premises.	
5.4	Child care centre staff who are employees of the Umbrella Board or of other agencies operating centres on Hamilton Board of Education premises will be encouraged to attend the regular in-service and training activities planned by the Child Care Program Leader.	

6	Contractual Agreement with Child Care Centres	
6.1	All child care centres on Hamilton Board of Education premises will enter into a contractual agreement with the Hamilton Board of Education. Contractual agreements will be reviewed annually and include: • space allocated to the child care centre • accessibility (hours/days of operation) • terms of renewal • costs of rental, including utilities, caretaking and cleaning needs above and beyond those performed by child care staff, as legislated under the Day Nurseries Act. • obligations of Child Care Centre using the space and clarification of responsibilities for maintenance and repairs. • other services provided by the Hamilton Board of Education.	• A rental fee structure for all groups renting space in HBE facilities is required. • Consideration must be given to the services provided by the Umbrella Child Care Centres to the HBE (e.g., curriculum link-up, workplace child care) which are costs to the centres (i.e., approximately \$10,000 per annum for staff to co-ordinate curriculum link-up with school programs).
6.2	Centres operated by the Umbrella Board participating in curriculum link-ups will be charged up to 50% of the rental, caretaking, utilities and cleaning costs.	

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6.3 The Hamilton Board of Education will provide centres operated by the Umbrella Board with one year's written notice to vacate, should it require the space currently occupied by the centre (with the exception of centres which have been built into new schools specifically for the purpose of child care, which are exempt).

6.4 Centres which have been built permanently into new school facilities specifically for the purpose of child care will be exempt from having to move should the Hamilton Board of Education require more space.

7 Co-ordination of Child Care Services for Children with Special Needs	
7.1 Children with special needs will be accepted into child care centres on Hamilton Board of Education premises, as approved by Ministry of Community and Social Services. Special programming will be provided in accordance with the Ministry of Community and Social Services Day Nurseries Act.	
7.2 Conferencing between child care centre staff and school staff about a particular child will only occur if written parental consent has been obtained from the appropriate parent or guardian.	Consent must be consistent with Freedom of Information legislation. Child care centre supervisor cannot access OSR and can only gain information about the student through written parental permission.
7.3 Child care centres on Hamilton Board of Education premises will be encouraged to establish links with Early Childhood Integration Support Services and/or Chedoke Child and Family Centre, which provide programming resources for the special needs child.	

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8	Co-ordination with School Curriculum and Other School Programs	
8.1	When a centre is located in a Secondary School, there will be a curriculum link-up with the Family Studies Department of that school.	
8.2	When a Centre is located in a Junior, JK-8, or Middle School, the centre supervisor will be encouraged to co-operate with the Family Studies teacher of that school or neighbouring school to develop a curriculum link-up.	
8.3	Other curriculum link-ups may be co-ordinated through the school principal by designated school personnel.	
8.4	Where a child is enrolled in both a child care centre and a half-day Junior Kindergarten or Senior Kindergarten program, lunch will be provided by the child care centre and paid for from parent fees.	
8.5	Where a grade-aged child attends a child care centre before and/or after a full day in a school program, participation in the Hamilton Board of Education's Lunchroom Program will be consistent with the regular board/school policy.	

9. Co-operation with Other Community Agencies

9.1 The Hamilton Board of Education endorses co-operation with the Ministry of Community and Social Services, the Ministry of Health, the Department of Public Health Services, and the Regional Municipality of Hamilton-Wentworth for the provision of high-quality child care through Umbrella Family and Child Centres of Hamilton.

9.2 All child care centres on Hamilton Board of Education premises will be required to hold a purchase-of-service agreement with Hamilton-Wentworth Regional Social Services to ensure equal accessibility to all families requiring child care.

- NOTE: This refers to the subsidy agreement with the Region to cover costs for parents who are not able to pay their own fees.

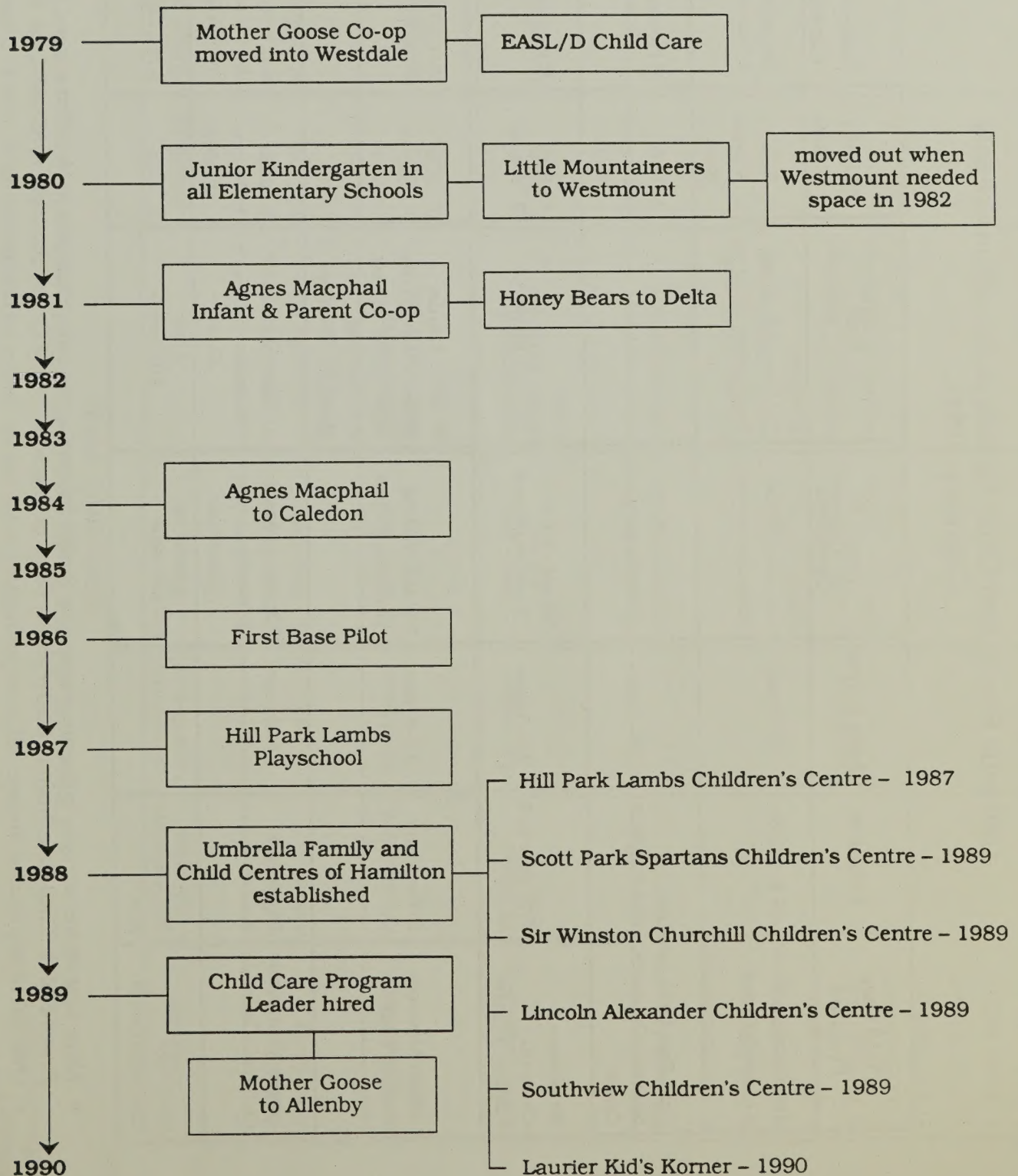
9.3 The Hamilton Board of Education encourages centres, through the supervisor, to establish links and offer placements to appropriate colleges and universities. Such a practice would facilitate the training of Early Childhood Educators, Primary Teachers, Child Care Workers and other related professionals.

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APPENDICES**

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Appendix 1

GROWTH OF BOARD INVOLVEMENT WITH CHILD CARE The Board of Education for the City of Hamilton



Umbrella Family and Child Centres in Hamilton Schools (February, 1991)

Child Care Program	Location	Ages Served	Hours of Operation	Cost	Number of Staff	Licensed Capacity	Telephone Number
Hill Park Lambs Children's Centre	465 E. 16th St.	1.5 - 5 years	7:30 A.M. - 5:30 P.M. 12 months per year	Toddlers: \$125.00/wk Preschoolers: \$110/wk	4 ECEs 3 Support Staff	10 Toddlers 16 Preschoolers	383-6732
Scott Park Little Spartans Children's Centre	1055 King St. E.	2.5 - 5 years	7:30 A.M. - 5:30 P.M. 12 months per year	\$110/wk	4 ECEs 2 Support Staff	32 Preschoolers	545-0068
Sir Winston Churchill Children's Centre	1715 Main St. E.	2.5 - 5 years	7:30 A.M. - 5:30 P.M. 12 months per year	\$110/wk	4 ECEs 2 Support Staff	32 Preschoolers	545-6558
Lincoln Alexander Children's Centre	50 Ravenbury Dr.	3.5 - 9 years	7:30 A.M. - 6:00 P.M. 12 months per year	JK & SK: \$18/day Before School: \$4/day After School: \$6/day P.A. Days and Holidays: \$19/day	5 ECEs 1 Support Staff	32 JK & SK 15 Grade-aged	574-4323
Laurier Kid's Korner Children's Centre	70 Albright Road	3.5 - 9 years	7:30 A.M. - 6:00 P.M. 12 months per year	Same as Lincoln Alexander Children's Centre	5 ECEs 1 Support Staff	32 JK & SK 15 Grade-aged	573-7540
Southview Children's Centre	205 Queensdale Ave.	2.5 - 5 years	8:30 A.M. - noon	\$10/session	2 ECEs	16 Preschoolers	575-9536

- All of these centres are open to the community. For further information regarding child care in Hamilton schools, please call Jennifer Powell-Fralick, Child Care Program Leader for the Board of Education for the City of Hamilton, at 527-5092, ext. 311.
- Over 350 Family Studies students will have participated in the Family Studies curriculum link-up in 1990-91 school year.
- 45 Co-op students will have worked in the Umbrella Centres in 1990-91.
- 25% of the children presently enrolled are children of employees of the Hamilton Board of Education.

Other Child Care Programs in Hamilton Schools (February, 1991)

Program	Location	Ages Served	Hours of Operation	Cost	Number of Staff	Licensed Capacity	Telephone Number
McPhail Infant & Parent Co-op	60 Caledon Avenue	6 weeks - 5 years	8:00 A.M. - 4:00 P.M. Sept. - June	Program is therapeutic so prices differ from other day care centres	6 ECEs 1 CCW	49 children	383-5344
Honey Bears Co-op Preschool	1284 Main St. E.	2.5 - 5 years	Sept. - June A.M. only	Approximately \$35.00 - \$65.00 per month	1 ECEs	16 children	574-2112
Mother Goose Co-op	357 Hunter St. E.	2.5 - 5 years	Sept. - June A.M. only	Approximately \$35.00 - \$65.00 per month	2 ECEs	16 children	574-2112
YMCA First Base Programs	- A.M. Cunningham - Earl Kitchener - Elizabeth Bagshaw - George R. Allan - Norwood Park - Pauline Johnson - R.A. Riddell - W.H. Ballard - Prince Phillip - Westwood	6 - 12 years	Full-time rates: A.M. only \$89.00/month P.M. only \$143.00/month both \$195.00/month Occasional: A.M. only \$5.00/day P.M. only \$8.00/day both \$11.00/day 7:30 A.M. - 9:00 A.M. 3:30 P.M. - 6:00 P.M.				574-9400

DEFINITION OF TERMS

◆ **CHILD CARE CENTRE**

Refers to all child care programs licensed by the Ministry of Community and Social Services for the care of children 0-12 years old.

◆ **TYPES OF CHILD CARE PROGRAMS:**

Infant Program

Age group: under 18 months of age
Staff/child ratio: 1:3

Toddler Program

Age group: 18 - 30 months
Staff/child ratio: 1:5

Preschool Program

Age group: from 31 months up to and including 5 years
Staff/Child ratio: 1:8

School-Aged Program

Age group: for children attending school
3 yrs. 8 mos. up to and including 12 years
Staff/child ratio: 1:8 for JK/SK children
1:15 for Grades 1 - 5

Nursery School/Half-day Program

Age group: from 31 months up to and including 5 years
Staff/child ratio: 1:8

This is generally a 2-1/2 to 3 hour program.

Co-op Preschool

Same as Nursery School/Half-day Program, but with parent participation on board and in classroom.

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- ◆ **MINISTRY OF COMMUNITY AND SOCIAL SERVICES (MCSS)**
The Provincial Ministry responsible for Day Nurseries.

- ◆ **DAY NURSERIES ACT**
Legislation that determines day nursery standards. Guidelines are very specific and must be adhered to.

- ◆ **E.C.E.**
Early Childhood Educator/Education

- ◆ **PURCHASE-OF-SERVICE AGREEMENT**
A legal agreement between the Child Care Centre and the Regional Municipality of Hamilton-Wentworth to have subsidized children in a program. The program bills the Region directly for the care of these subsidized children.

- ◆ **SPACE REQUIREMENTS**
Preschool programs are required to have at least 45 square feet of indoor free floor space per child. There must be a sink and a toilet for every 15 children. There must be an outside fenced-in play space with at least 80 square feet per child.

Kindergarten and School Age Programs are required to have at least 45 square feet of indoor free floor space per child. The program should also be located close to a washroom and the outside playground. It would be preferable to have a sink in the room.

- ◆ **CALCULATION OF FEES**
The total cost of the program is divided by the average estimated number of children and the number of days of operation to arrive at a per diem rate.

- ◆ **CHILD/DAY CARE SUBSIDIES**
Applications for subsidy for child care are made to the Regional Social Services Department. The subsidy workers calculate the subsidy based on the family's total income from all sources minus its total expenses. All of the expense categories for items such as rent, food, clothing, transportation, etc., have ceilings. Any monthly income in excess of approved expenses is what the family is expected to pay for child care.

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Appendix iv

CHILD CARE NEEDS SURVEY

INFORMATION ON CHILDREN

(For additional children, please record information on reverse of this form.)

First Name	Last Name	Sex	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____

Present School/Day Care Facility: _____

Home Address: _____ Home Phone: _____

Mother's Name: _____ Work Phone: _____

Father's Name: _____ Work Phone: _____

What is the most convenient time to reach you by phone? _____

When do you require care? (Please check appropriate boxes.)

Monday		Tuesday		Wednesday		Thursday		Friday	
AM	hrs.	AM	hrs.	AM	hrs.	AM	hrs.	AM	hrs.
PM	hrs.	PM	hrs.	PM	hrs.	PM	hrs.	PM	hrs.

Special Child Care Needs? (Include days and times.)

Do you require Day Care Subsidy assistance through Regional Social Services? Yes No

☐ ☐

Are you interested in being a member of the committee established to help administer the Child Care Centre? ☐ ☐

PLEASE NOTE: This is only a survey and does not represent a commitment by either party to child care needs.

Parent's Signature

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CHILD CARE SET-UP CHECKLIST

ITEM	COMPLETED	DATE	COMMENTS
1. Initial meeting with Principal, information to Umbrella Board.			
2. Superintendent of Schools gives approval to proceed.			
3. Child Care Needs Survey sent to community.			
4. Operator chosen; operator accepts criteria for operation of centre.			
5. Umbrella Board approved.			
6. Board of Education approves motion to proceed.			
7. Intent form sent to MCSS; grant proposal submitted.			
8. Advisory Committee established.			
9. Initial health and fire visits made.			
10. Zoning approval received from City Hall.			
11. Renovations drafted and sent to Building Dept.			

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CHILD CARE SET-UP CHECKLIST

ITEM	COMPLETED	DATE	COMMENTS
12. Budget estimate for renovations received from Building Dept.			
13. MCSS Grant Proposal written, including projected budget.			
14. Regional Social Services advised of new centre; Purchase-of-Service agreement is requested.			
15. MCSS funding is approved—order supplies and equipment.			
16. Hiring committee struck to hire supervisor (include parent representation., Principal or Family Studies Head where applicable, & Umbrella Board member).			
Hiring Procedures			
a) Position advertised			
b) Acknowledgement letters sent			
c) Job description written			
d) Hiring Committee meets to plan questions and organize interview times			
e) Interview applicants—decide who will give feedback			
f) Check references			

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CHILD CARE SET-UP CHECKLIST

ITEM	COMPLETED	DATE	COMMENTS
g) Present choices to Umbrella Board for ratification			
h) Send letters to all applicants			
i) CCPL notifies HRD of new staff			
17. The Program Supervisor (with help from Child Care Advisory Committee and CCPL) will:			
a) arrange insurance.			
b) arrange final health and fire visits.			
c) hire remaining staff.			
d) register children.			
e) set up books for fee collection.			
f) inform parents of RSS subsidy requirements and refer where appropriate.			
g) order supplies.			
h) arrange phone installation.			
i) set up physical environment.			
j) write policy, procedure manual, and staff policies.			

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CHILD CARE SET-UP CHECKLIST

ITEM	COMPLETED	DATE	COMMENTS
k) interview parents.			
l) contact Co-operative Education Dept. for student placement.			
m) arrange advertising.			
18. The Child Care Centre Advisory Committee will:			
a) establish signing officers.			
b) open bank accounts.			

ROLE DESCRIPTION CHILD CARE PROGRAM LEADER

The Child Care Program Leader:

- ◆ will be primarily responsible for the co-ordination of all school-based child care programs.
- ◆ will be responsible for implementation of the Child Care Policy of the Hamilton Board of Education.
- ◆ will be a liaison between the child care centres, the Umbrella Board and the Hamilton Board of Education.
- ◆ will be a resource person to each child care centre operating on Hamilton Board of Education premises
- ◆ will assist community groups and schools in needs assessments, waiting lists and procedures to establish child care programs.
- ◆ will liaise with government and community agency representatives on child care policies, regulations and grant applications.
- ◆ will work intensively with program supervisors and advisory committees for the start-up period and first year of operation.
- ◆ will assist with and monitor budgeting and grant management for the child care centres and their advisory committees.
- ◆ will be a non-voting member of each child care centre advisory committee.
- ◆ will provide professional development and in-service activities for centre supervisors and staff.
- ◆ will continue to focus on program as well as operational aspects of the centres.
- ◆ will represent and promote the Hamilton Board of Education's child care program in the community.
- ◆ will report to the Co-ordinator of Family Studies, Curriculum Department, Hamilton Board of Education.

ROLE OF THE SCHOOL PRINCIPAL IN THE SUPPORT OF CHILD CARE

The Principal of a school with a Child Care Centre is a key person in the development of a positive relationship among school staff, the child care staff and the community. The Principal will support and encourage program co-ordination by:

- ◆ sitting as a resource person (or by appointing a designate) on the child care centre advisory committee.
 - organizing, in the fall of each year, a meeting for Child Care Centre and school staff to co-ordinate program planning and procedures for the coming school year. Where applicable issues to be discussed would include:
 - shared facilities (i.e., gym, playground)
 - scheduling of same
 - fire drills
 - use of public health nurse
 - morning/afternoon registration of Junior and Senior Kindergarten students
 - parking/drop-off
 - emergency evacuation
- ◆ organizing a meeting of kindergarten, child care, Family Studies and other appropriate school staff to promote both consistency and the sharing of information regarding children who attend both programs, according to Freedom of Information legislation.
- ◆ assisting child care and school staff to co-schedule activities and share resources where appropriate and feasible.
- ◆ providing guidance to community/parent groups interested in the establishment of a child care centre in conjunction with Child Care Program Leader, and acting as a liaison with the community before child care centre staff are hired.
- ◆ being involved during the establishment and development of a child care centre and having on-going participation on Advisory Committee.
- ◆ promoting the child care centre through newsletters, joint open-house activities, etc.

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ROLE OF OTHER BOARD PERSONNEL IN THE SUPPORT OF CHILD CARE

a) The Family Studies Co-ordinator will:

- provide leadership regarding needs and developments in Family Studies and Child Care education to supervisory staff, principals, teachers, trustees and the public.
- evaluate and recommend resources for use in Family Studies and child care centres.

b) The Consultant for Junior Kindergarten/Early Identification will:

- co-operate with the Child Care Program Leader, preschools and community agencies to foster communication between kindergarten teachers and early childhood educators.
- interpret the programs and practices in Junior and Senior Kindergarten to parents, preschools and other community agencies (in concert with the Child Care Program Leader).
- facilitate the integration of special needs children from child care centres into kindergartens by sharing information with centre staff through intake meetings and school visits.
- work with the Child Care Program Leader in designing areas of common use.

c) The Co-operative Education Consultant will:

- encourage secondary school monitors of students in the Co-operative Education program to give priority of placement to child care centres operating on Board of Education property.

d) The Lunchroom Program Leader will:

- work with the Child Care Program Leader to enhance program compatibility for children attending both programs.

e) The Manager of Property and Insurance will:

- negotiate annual leases with all centres.
- arrange liability insurance for all centres operated by the Umbrella, costs of which will be charged back to Centres.

- f) **The Manager of Purchasing will:**
 - facilitate the extension of purchasing services to centres operated by the Umbrella Board.
- g) **The Manager of Financial Services will:**
 - facilitate the extension of credit, accounting and payroll services to centres operated by the Umbrella Board.
- h) **The Superintendent of Plant will:**
 - facilitate building and renovations to new and existing centres after consultation with the Child Care Program Leader.
- i) **The Superintendent of Schools will:**
 - determine the feasibility for establishment of a new centre according to accommodation needs and program goals within the particular school area.
- j) **The Assistant Superintendent of Curriculum will:**
 - monitor the Child Care Program through regular contact with the Co-ordinator of Family Studies and the Child Care Program Leader.
 - submit a motion to the Board of Education for approval to proceed with licensing of new centres, after criteria for establishment have been met.
- k) **The Area Supervisory Foreman will:**
 - meet annually with the Child Care Program Leader regarding the cleaning needs of centres and will arrange appropriate staffing.
- l) **The Manager of Caretaking Services will:**
 - be aware of the cleaning/caretaking needs of child care centres.

DRAFT
February 1991

Appendix ix

**MEMBERS OF THE CHILD CARE POLICY TASK FORCE
FOR THE HAMILTON BOARD OF EDUCATION
(Established April 1989)**

Marian Avery Lunchroom Program Leader
Ken Bain Principal, Lincoln Alexander Elementary School
Judi Binns Vice Principal, Sir John A. Macdonald Secondary School
Judith Bishop Trustee
Jacquie Diverty Principal, Glen Echo Elementary School
Sandy Hill President, Home & School Council/Trustee
Doug Kelterborn Manager, Property and Insurance
Stephanie King Guidance Department, Westmount Secondary School
Jennifer Powell-Fralick Child Care Program Leader
Jim Riley Manager, Engineering/Maintenance
Shelagh Simpson Primary Consultant
Linda Woolfrey-Cooper Co-ordinator, Family Studies

FORMER MEMBER:

Ed Hodgins (Former) Manager, Financial Services

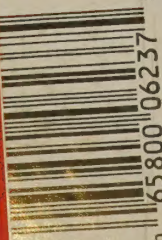


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